



DEPARTMENT OF CORPORATIONS EXAMINATION ANNOUNCEMENT SENIOR ACCOUNTING OFFICER (SUPERVISOR)

DEPARTMENTAL PROMOTIONAL EXAMINATION

COMPETITION LIMITED TO DEPARTMENT OF CORPORATIONS EMPLOYEES

Applicants must have permanent civil service appointment with the Department of Corporations as of the final filing date of September 13, 2006.

HOW TO APPLY

RESUMES ALONE WILL NOT BE ACCEPTED

Applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted. Applications are available and must be filed in person or by mail with the Department of Corporations, Attn: Human Resources Office, 1515 K Street, Suite 200, Sacramento, CA 95814, (916) 445-2953.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

CROSS FILING INFORMATION

If you meet the requirements for admittance for this examination, and the Senior Accounting Officer (Specialist), you may file for both examinations on a single application. However you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

If you have a disability and need special testing arrangements for taking the test, mark the appropriate box on the application Form Std. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: September 13, 2006

QUALIFICATIONS APPRAISAL PANEL INTERVIEW

It is anticipated that interviews will be held in **September/October 2006**.

SALARY RANGE: \$4,319 - \$5,211 per month.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date listed above.

Qualifying experience may be combined on a proportionate basis if the requirements below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Supervisor) or Accounting Officer (Specialist).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of small- or medium-sized accounting system.

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[Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Supervisor).]

AND

Education

Either I:

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

THE POSITION

This is the second supervisory level in the series. Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either: 1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; Or 2. Functions as a sectional supervisor in an operational and/or financial setting. Incumbents are expected to possess a broad knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their manager.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Senior Accounting Officer (Supervisor)

JL20-4569

Exam Code: 6CP04

FINAL FILING DATE: September 13, 2006

Incumbents may have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors, "clients" of specialized programs administered by the department, local and/or Federal Government.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL PANEL WIEGHTED 100%

This examination will consist of a qualification appraisal panel interview only. The interview will include a number of predetermined job-related questions relating to areas shown under the scope. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DIQUALIFIED.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands each competitor's:

A. Knowledge of:

1. Accounting principles and procedures
2. Governmental accounting and budgeting
3. The uniform accounting system
4. Financial organization and procedures of the State of California and related laws, rules, and regulations

5. Principles of business management, including office methods and procedures
6. Principles of public finance
7. Business law.
8. Principles and techniques of personnel management and supervision
9. Planning, organizing, and directing the work of others;
10. The department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

B. Ability to:

1. Apply accounting principles and procedures
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action
4. Prepare clear, complete, and concise reports
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
6. Establish and maintain cooperative relations with those contacted in the work
7. Speak and write effectively.
8. Plan, organize, and direct the work of others;
9. Effectively contribute to the department's affirmative action objectives.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Corporations. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veteran's Preference Points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Services Unit of the Department of Corporations, (916) 445-2953 three days prior to the written test date if they have not received their notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Examination Services Unit of the Department of Corporations at (916) 327-8914, **three weeks after the final filing date** if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board offices; local offices of the Employment Development Department, the Department of Corporations and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned change. Such revision(s) will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs, their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school in a year-for-year basis.

Veteran's Preference: California law allows the granting of veteran's preference points in Open entrance examinations and Open-Non-promotional examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in this examination and qualify for and have requested these points. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open-non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veteran's preference points are on the Veterans Preference Application (Form 1093), which is available from the State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired:

From TDD Phone: 1-800-735-2929

From Voice Phone: 1-800-735-2922